

## **DEPUTY FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory fire department position, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department, in addition to managing specific administrative functions. The employee of this class performs the duties of the Fire Chief in the Chief's absence and supervises all subordinate department employees. The Deputy Fire Chief provides for the production and maintenance of department records and reports, manages the inventory and maintenance of supplies and equipment, and assists with the financial management of the department. The Deputy Fire Chief has the authority to work independently and has work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below that of the class of Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Fire Chief in the Chief's absence. Manages the operation of one fire department function or division, including the planning and organization of departmental personnel, equipment and apparatus. Evaluates the effectiveness of the department by conducting inspections of various divisions and observing department operations. Recommends management or departmental goals, objectives, and policies for consideration by the Fire Chief. Participates in the research and planning for programs and activities of the department. Keeps informed on modern fire fighting and administrative methods and local trends that may affect the fire service. Recommends changes in department operations that will help obtain favorable ISO ratings. Investigates accidents and complaints involving the department, determining cause, and taking action to correct the problem or to avoid future accidents.

Supervises department employees by assigning work schedules, work or duty areas, and approving leave. Inspects the appearance of all assigned personnel and equipment. Holds meetings with subordinates to receive and review reports, and disseminate information. Evaluates the work performance of subordinates and discusses work performance with subordinates and Fire Chief. Writes employee evaluation reports. Maintains discipline. Resolves employee complaints and grievances, and

counsels employees who are experiencing work problems. Provides assistance in technical areas of work. Delegates authority to subordinates for the more effective operation of the department.

Participates in developing a personnel recruitment and selection program, interviewing and recommending prospective employees, and providing informal or "on-the-job" training for new employees. Assists in the development of a training program for the department, evaluates training needs, and maintains that such program is properly staffed and supplied with the appropriate resources. Provides for employee formal training in the classroom or conducts drills and evolutions in basic firefighting and rescue operations, safety, EMS and hazardous materials operations, driving and the use of fire apparatus, equipment, tools, and breathing apparatus.

Responds to alarms or emergency calls for which the department is answerable. Directs activities and supervises the fire company at the scene of a fire or other emergency, performing duties such as overseeing safety procedures, size-up, forcible entry, ventilation, nozzle and hose handling, pump operations, use of water supplies, protection of exposures, salvage and overhaul operations, and rescue operations. Supervises or personally acts as part of the fire attack team. Secures the fire scene to protect evidence of suspected arson and assists arson investigation personnel as necessary. Directs first aid, CPR and emergency medical service operations at the emergency scene. Participates in handling emergencies involving hazardous materials.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Collects information for pre-fire planning by visiting public buildings, and inspecting or directing the inspection of buildings to determine the existence of potential fire hazards. Reviews plans and blueprints for new construction and makes reports or recommendations concerning such plans.

Supervises the preparation and maintenance of all department records, by reviewing and determining what information should be contained, and by inspecting systems and filing facilities. Compiles and organizes data needed for reports. Writes reports and personally completes any forms and records required. Supervises the preparation of LFIRS reports. Reads correspondence addressed to the fire department and replies as directed by the Fire Chief.

Assists in preparation of the departmental operating budget by compiling and organizing data needed to prepare the department's budget. Manages the accounting for the money and assets of the department as assigned by the Fire Chief. Meets with sales representatives to review products. Makes recommendation on major purchases for the department. Prepares expenditure and revenue estimates. Authorizes expenditures of funds, and purchases equipment and supplies, keeping such purchases within

the established budget.

Supervises the general care and maintenance of department vehicles, fire fighting apparatus, stations, grounds, and communications or other specialized equipment. Personally tests or directs the testing of department equipment. Arranges for needed repairs and inspects equipment after repairs to check that repairs were properly accomplished. Prepares and writes specifications for new fire department equipment, and oversees the bidding process. Maintains the inventory, orders and distributes department supplies and equipment.

Answers questions for the public about the operation of the department or any related areas of emergency services, including informing the public about fire department work through talks and demonstrations. Coordinates special projects related to public relations or the image of the department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator immediately preceding closing date for application to the board.